



FAIR POLITICAL PRACTICES COMMISSION

JOB OPPORTUNITY BULLETIN

POSITION: EXECUTIVE SECRETARY I / OFFICE TECHNICIAN (TYPING)

DIVISION: EXECUTIVE

(325-001-1247/1139-001)

SALARY: EXECUTIVE SECRETARY I \$2822 - \$3431
OFFICE TECHNICIAN (TYPING) \$2510 - \$3050

FINAL FILING DATE: September 14, 2006 or UNTIL FILLED

WHO MAY APPLY:

The applicant must either have SROA/Surplus eligibility, be reachable on a current employment list*, or be a current or former State employee with transfer or reinstatement eligibility for this classification. All applicants must clearly indicate their basis for eligibility on the State application.

***Applicant must have taken and passed a California State Civil Service examination and be reachable on a current employment list for this classification or an appropriate classification.**

Duties and Responsibilities:

Under the general direction of the Chairman and Executive Director, the incumbent: attends, prepares agendas and organizes material for monthly Commission meetings; takes minutes at meetings and compiles them into a monthly mailing; screens incoming telephone calls, visitors and correspondence; composes and proofs correspondence on a wide range of subjects; edits speeches, letters, memoranda and other written materials; makes travel arrangements and processes expense reports for Chairman and Commissioners; maintains legislative files for Executive Director in his role as legislative liaison; maintains files related to Executive Director's role as Probable Cause hearing officer and in considering committee extension requests; assists other divisions and Executive staff as needed; functions as a confidential employee in handling employee records, closed-session minutes, etc.

Desirable Qualifications:

Candidate must be self-motivated, able to work independently as well as in a team setting, establish workload priorities and meet deadlines, and have excellent organizational skills. Strong communication skills, good attitude, dependability, good judgment, ability to maintain confidentiality, initiative and the ability to work well under pressure. Ability to communicate and interact well with the public. Experience with Microsoft Word and Excel spreadsheet programs is essential. Legal secretary experience is a plus.

The FPPC will consider applications from Office Assistant (T), Office Technician (T), Executive Secretary I or II. Duties will be commensurate with the classification.

Where to Apply:

Employees currently in the classification, those who have transfer eligibility to this classification or have eligibility and are reachable on the promotional certification list. Applications will be screened and only the most qualified candidates will be scheduled for an interview. If you wish to be considered for the position please forward a State application (STD. 678) and résumé to:

Fair Political Practices Commission
Executive Secretary I / OT Position
428 J Street, Suite 620
Sacramento, CA 95814

Contact: Gail Ziese, (916) 327-8692

8/30/06

It is the policy of the Fair Political Practices Commission to prohibit any form of discrimination based on race, sex, religion, age, national origin, sexual orientation or disability in every phase, or personnel policy and practice, in the recruitment, employment, advancement and/or treatment of all employees and applicants.